



**SNOHOMISH COUNTY COMMERCIAL AND LAND USE
APPLICATION PROCESS
FOR
PERSONAL WIRELESS TELECOMMUNICATIONS FACILITIES
New Towers, Co-locations and Conditional Use Permit**

NOTICE

All applications must be submitted by appointment.

Please contact the commercial coordinator at
425-388-3311 ext. 2790 to schedule the appointment.

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SNOHOMISH COUNTY PERMIT APPLICATION PROCESS **FOR PERSONAL WIRELESS TELECOMMUNICATIONS FACILITIES**

New Construction, Co-locations and Conditional Use

The attached information bulletin has been prepared to aid you in completion of the application(s) and project review procedures for the commercial and landuse permits that apply to Personal Wireless Telecommunications Facilities (PWTF). It is important to follow the procedures and required format of submittal, to have an application package accepted by the County and then reviewed for ultimate approval without unnecessary delays.

Complete and accurate information is essential. The prescribed format for submittal of materials is expected. Timely responses to resubmittal requests are important. Assigning a reliable and knowledgeable person as the Contact Person to coordinate applicant responsibilities during the permit review process is critical.

Personal Wireless Telecommunications Facilities (PWTF) always require a commercial building permit to install the tower, antenna and any associated equipment buildings (not cabinets). A conditional use permit may be required, depending on the underlying zoning of the property.

Concurrent Review

Applications that require both a commercial building permit(s) and a conditional use permit, or other landuse approval, may be submitted **concurrently at the same appointment**. If they are not submitted concurrently, the conditional use permit application must be submitted first and the commercial building permit application will not be accepted until after the conditional use permit is approved and a decision is issued.

When applications are submitted concurrently the conditional use permit is the primary application and no construction permits will be issued until the conditional use permit is approved and all appeal periods for the conditional use permit have expired with no appeals being filed. If an appeal is filed no construction permits will be issued until all appeals have been resolved.

New Commercial Construction and Co-location

Co-location is considered to be on a previously approved cell tower. Locating on an existing structure is considered a new project. Projects usually require a two stage review process consisting of Technical Review, and Final Review. During these times, reviews will be conducted by the land use planner to ensure compliance with the Unified Development Code in Snohomish County Code (SCC) Chapter 30.2 zoning requirements, structural plans examiner for IBC and building requirements, drainage reviewer for SCC 30.63A drainage requirements and a biologist for SCC 30.62 critical area requirements. Regulations specific to PWTF are found in chapter 30.28A of the Snohomish County Code.

Commercial permit applications for which no permit is issued within 2 years of the original submittal date shall expire by limitation.

Conditional Use Permit.

A conditional use permit is required to place a PWTF in all zones except Industrial Park (IP), Business Park (BP), Light Industrial (LI), and Heavy Industrial (HI) zones. All conditional use and variance applications for PWTFs are submitted to the PDS Commercial Section. (See above for concurrent review comments)

The checklist for submittal is the same checklist for both the conditional use permit and the commercial building permit.

- Commercial Permit process questions, are best addressed to the Commercial Coordinator.
- Conditional Use Permit process questions, are best addressed to the assigned Planner processing your application.
- The secretary will contact the assigned Contact Person as soon as a review stage is complete. At times work load levels can cause delays in meeting scheduled goals for completion of a review stage.

Note: The County asks that only the owner/applicant and their assigned Contact Person request status on a project and that such status calls only be made when a scheduled goal for completion of a review stage has been missed. Repeated calls by other parties associated with a project place an even greater burden upon the system and result in further delays.

GENERAL PROCEDURES & APPLICATION INSTRUCTIONS

SUBMITTING YOUR APPLICATION

STEP 1:

The first step is to prepare a complete application package. The Minimum Submittal Requirements Checklist for New Construction & Co-locations and Conditional Use Permit (included in this package) outlines the required plans and forms needed for submittal. This checklist should be filled out by the applicant and will be verified by counter staff. **If items are missing from your submittal, it will not be accepted.**

If the proposed project was not submitted concurrently and involves an approved land use action, i.e., conditional, variance or shoreline permit, copies of the Hearing Examiner's decision, approved site plan and SEPA threshold determination, noise study and RF study **must be submitted** with the application.

STEP 2:

Determine if your tower will impact part 77 airspace as regulated by the FAA. See the requirements included in the Wireless facilities Requirements Handout. If you need to file a FAA form 7460-1 it is recommended that you file as soon as possible. The local office of the FAA has indicated that the time to process their application is a minimum of 60 to 90 days. Be advised that a SEPA DNS and/or the scheduling of a hearing will not be done until you have submitted a completed and approved form 7460-1 from the FAA. Providing us with the tower site co-ordinates in NAD83 format will help expedite this determination.

STEP 3:

Submittal of your application is accomplished by appointment only. To schedule a submittal appointment, please call 425-388-3311 ext. 2790. To help minimize mistakes when paying your submittal fees, it is recommended that you bring a blank check. If you are unable to bring a blank check made payable to Snohomish County PDS, and you are not sure of the fees, please call the permit coordinator to verify the fees.

STEP 4:

Acceptance of Application. Once your application is accepted you will be assigned a project file number. **USE** this number when communicating with us about your project. Applicants will also be given signs to post on the property. The signs must be posted within 5 days of date of application and an **affidavit stating that posting has occurred must be returned to our office within 15 days from application date**. These signs must remain posted until your building permit is issued. Refer to the handout "Public Notification Procedures – Property Posting" for detailed information on posting.

SUBMITTAL PACKAGE DETAILS

REQUIRED FORMS/DOCUMENTS

- **COMMERCIAL APPLICATION FORM** - Official submittal form identifying project characteristics associated with your project. Applications are valid for 2 years. Should a permit not be issued within the 2 years, an application will become null and void. Separate applications are required per building or structure.
- **LANDUSE APPLICATION FORM:** - Official Master Land Use submittal form. This form must be used for all conditional use and shoreline management permits. Both the applicant and the property owner must sign the application, and their signatures must be notarized.

Minor Modification: - A minor modification request is made by letter and states the name(s) of the applicants, the original file number and the type of request. The letter must include a complete description of what is being requested. A copy of the previously approved hearing examiners decision must be included with the request. A letter from the underlying Conditional Use Permit CUP) holder and property owner, granting approval for the CUP modification must be submitted. If the underlying CUP holder has sold their interest in the tower to a tower company, you must also bring in a letter from the original CUP holder showing that their interest has been transferred.

- **ENVIRONMENTAL CHECKLIST** - Document used by Snohomish County to perform an environmental review of proposed projects when required by State and County ordinances, and to help determine whether an environmental review is required. During the initial review of the building permit application, it will be determined whether an application will undergo a complete environmental review. If environmental review is required, an environmental review fee will be collected. SEPA is required for:
 1. All new Conditional Use Permits and Major Modifications to an existing CUP.
 2. A PCS or Cellular Tower that is over 60 feet in height located in any zone.
 3. A PCS or Cellular Tower that is under 60 feet in height and the tower is located within a critical area as defined by SCC 30.62.
 4. Locating and/or Co-locating on an existing structure, building or tower, and the structure is or contains a school or residence(s) and/or the property is zoned residentially, i.e. R-5, RC, RD, SA-1, RU, R-20,000, R-12,500, R-9,600, R-8,400, R-7,200, WFB, T, LDMR and MR.
 5. A microcell that is being attached to a school or residence or a building being used as a school or residence(s).
- **GRADING PERMIT APPLICATION FORM.** All commercial projects that involve any cutting or filling of material, require a grading permit. Clearing the fenced area and an access drive, then

installing crushed rock together with digging the hole for the tower foundation are considered to be grading activities

- **PWTF MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST** This checklist is used for both the commercial and conditional use submittals. This checklist is required to be started by the applicant and submitted to and completed by the county intake staff at the initial submittal appointment.
- **CERTIFICATE OF LOT STATUS FORM** If the building lot(s) proposed for the development are not County approved, platted or short platted lots, or have not previously been granted County approved lot status, lot status will need to be established. Applicants should refer to the attached assistance brochure "What is a Legal Building Lot" for submittal materials for establishment of lot status. Because it often takes more than a few minutes to properly review the documents required to establish lot status, lot status should be accomplished before a commercial application is submitted. Lot status documents should be submitted to the front counter staff on the 5th floor of the Administration Building located at 3000 Rockefeller Ave. Everett WA. You will be given a copy of the approved Certification of Lot Status form when lot status is accomplished.
- **NOISE STUDY** The noise study must be done by a person who is qualified and certified to perform and prepare the study. The noise study must be done to show how the site will comply with the Snohomish County Noise Ordinance Chapter 10.01. **For all co-locations the study must include all existing and proposed carriers equipment and all other equipment or noise making features on the property.**
- **RF STUDY (NIER Report)** The RF study must be done by a licensed engineer qualified to perform the study and must bear the stamp and signature of A Washington State licensed engineer. The study must include the following information: carriers name, site address, number of antennas (initially and future), number of sectors, frequency of the send and receive antennas, height of the tower, power density in MPE format, watts per sector output and the total watts of output for the site. The study must also reference the maximum output allowed by the FCC, the output of the site as a percentage ratio of the actual output to the FCC maximum allowed. The study must also take into consideration the RF effects on surrounding buildings (i.e. people in or on those buildings) based on the maximum allowed zoning height and the proximity of the antennas to the property line(s). **For all co-locations the study must be cumulative for all existing and proposed antennas on and within 500 feet of site.**
- **PHOTO SIMULATIONS** Photo simulations **are required** for all original conditional use permits and for a major modification. The Photo Simulation should show the tower at the correct height and with the paint color that the tower and all attachments will be painted. They are not required for tower or antenna permits that are on Commercial or Industrial zoned property. You will need to submit photo simulations from a minimum of 3 angles, together with a key map, with arrows showing where the photo was taken and what direction the camera was facing. The simulations shall show the existing site and proposed facilities from all adjacent property and public rights-of-way at a radius of approximately 1 mile from the proposed personal wireless service facilities including additional height of 20 feet for possible co-location. They shall be made from a range of elevations of surrounding residential areas.
- **FAA FORM 7460** This form is required if your tower impacts part 77 airspace. The form must be completed by the applicant and the FAA. See the Snohomish County Handout For Wireless Communications Facilities for further information or contact the FAA. If the application is for a co-location and the original tower was subject to FAA review, then the additional antenna are also subject to FAA review. The local office of the FAA has said that the processing time for this

is from six (6) to eight (8) weeks and may be even longer. The need for a review by the FAA will be independently determined by Snohomish County.

- **LAND USE PERMIT BINDER LEGAL DESCRIPTION RECORDING FORM** This form is used in conjunction with the Land Use Permit Binder (provided by the Hearing Examiner after the CUP is approved) to record the legal description of the property to ensure property notification of the CUP restriction to anyone interested in the property. No writings are allowed out of the one (1) inch margin and the applicants and owners names, the file number and the property tax account number(s) must be on the form. Tax account numbers must be in the new format as of July 17, 2000. **The Form must comply with the document formatting requirements as shown in the attached pages.**
- **AFFIDAVIT OF SHORT SUBDIVISION DOCUMENT** This document is needed for the building permit to be issued, when the carrier or tower company is buying or leasing a portion of a legal lot. The legal descriptions that must be used are the legal for the entire underlying parcel and the legal for the leasehold or the parcel being purchased. **You must submit a copy of the lease or covenants that contains language showing the sale or lease meets the requirements of Snohomish County Short Subdivision Code UDC Sec. 30.41B.020(10).** If a carrier is co-locating and will be placing their equipment outside of the boundaries of the original affidavit, a new affidavit will be required for the new area. **You will need to record the affidavit AFTER Snohomish County has approved it.**
- **PRIORITY BIRD SPECIES SETBACK DOCUMENTATION.** An applicant must submit documentation identifying any priority bird species habitat, as listed by the [Washington State Department of Fish and Wildlife](#), located within 1000 feet of the proposed site including to required buffers of SCC 30.23.110(25)(f). Species affected by buffer areas include the common loon, great blue heron, harlequin duck, bald eagle, golden eagle, northern goshawk, peregrine falcon, sandhill crane, and vaux's swift.

REQUIRED PLANS

Please follow the Minimum Submittal Requirements Checklist included in this package for a list of required plan items. Normally all architectural/structural plans are required to be prepared by an architect or structural engineer currently licensed by the State of Washington. Structural calculations must be provided for all towers and equipment buildings and must bear the stamp and wet signature of a Washington State licensed structural engineer.

Site plans do not have to be drawn by a licensed architect but must be drawn legibly using an engineer's scale no larger than 1" = 30 ft.

Please note that **minimum paper size is 24 x 36 inches for all plans.** Plans must be legible and drawn to a scale that is legible (NTS is not acceptable) and the site plan must consist **of a single sheet.**

NEW ACCESS

For any project which requires a new access point from a county right-of-way, or improvements to existing roadways/access, construction plans showing civil improvements are required, which conform to the most current edition of the Snohomish County Engineering Design & Development Standards. Specifically, these plans shall follow the requirements of Chapter 12, and shall stand independent of the on-site project plans. Questions on new access and right-of-way issues should be addressed to the PDS Right-of-Way Section at 425-388-3311, Extension 3385. If your access will be from a state right-of-way you should contact the Washington State Department of Transportation (WSDOT) to determine their requirements.

THE REVIEW PROCESS

Applications are reviewed by county staff who are specialists in various disciplines: Building Review, Drainage Review, Site Review (zoning and environmental), Biologist (critical areas, wetlands, ESA). In addition, approvals may be required from other government agencies such as the Snohomish County Health District (Sanitation or Environmental Health Review), Washington State Department of Transportation, Washington State Department of Fish and Wildlife, Washington State Department of Ecology, the Federal Aviation Administration or the Federal Communications Commission.

1ST REVIEW

Following acceptance of your application package your project will be scheduled for review. Such review will determine any additional information and/or materials required by the County to complete project review for approval of permits. Review times vary depending on the current workload.

SUBSEQUENT REVIEWS

Timely response to requests outlined in your review package is important to assure the speedy rescheduling of your project for the next review. When your review has been completed, the Contact Person will be called to pick up the package of review materials/markups and a letter outlining each review section's comments and/or additional requirements. Typical additional requirements may include:

- Revised drawings in response to markups of site plan, drainage plan or construction drawings
- Drainage Inspection Fee
- Right-of-Way Use Permit Application (if new driveway access is proposed off of a county right-of-way).
- Completed insurance and bonding forms for Right-of-Way Permit

After receiving the review package, the applicant must address all requested revisions and prepare additional materials, as required. A complete package of all materials must be assembled and resubmitted **at one time**, by appointment with the permit coordinator. Upon acceptance of your resubmittal package, your project will be scheduled for the next review.

APPLICATION APPROVAL & PERMIT ISSUANCE

When your application is approved, the Contact Person will be notified that the permit(s) are ready to be issued. Permits should be picked up as soon as possible after you have been notified and must be issued within 2 years of the original date of application. Permit fees and any traffic, parks or school mitigation fees are due at permit issuance. Once issued, permits are valid for 2 years and can be renewed for an additional 2 years provided that one half the original building permit fee is paid.

IMPORTANT NOTICE:
NEW TAX ACCOUNT NUMBER FORMAT
EFFECTIVE JULY 17, 2000

Please be advised that Snohomish County is changing the tax parcel account numbering system. This change will provide additional capacity to accommodate future increases in the total number of tax parcels. The following examples show how the old tax account numbers have been changed.

New format for platted accounts: All will begin with one or two leading zeros "00", followed by the plat number, block number, lot number and subdivision of lot (or associated account for tax purposes), with the last two numbers in the old numbers being dropped.

Leading Numbers lot etc.	Plat Number	Block Number	Lot Number	Subdivision of
00	3741	008	002	03

OLD NUMBER
3714-008-002-0306

NEW NUMBER
00371400800203

New format for acreage accounts: All acreage accounts will begin with the township, range and section, followed by two zeros "00" and the quarter section, then the parcel and subdivision of the parcel or associated account for tax purposes.

Township	Range	Section	1/4Section	Parcel	Subdivision
27	03	13	003	001	00

OLD NUMBER
132703-3-001-0004

NEW NUMBER
27031300300100

All submittals must use the new tax account format

Document Format Requirements for Recording

Effective January 1, 1997 all documents submitted for recording in Washington State must conform to standards set by RCW 36.18 and 65.04. Documents which do not meet the requirements will be returned for reformatting before they will be recorded. The following standards are required:

- A cover sheet is required for documents in which the first page does not contain the necessary index fields or the three inch top margin.
- **All pages must conform to formatting requirements for margins, page size, font size, color, legibility, seals and attachments.**
- A cover sheet **will not** relieve you of the responsibility of meeting the formatting requirements for all subsequent pages.

The first page of the document, or the cover sheet must include the following information:

- Title(s)
 - Reference Number
 - Grantor
 - Grantee
 - Legal Description
-
- Assessor's Parcel Number
 - All applicable information must be filled in if a cover sheet is used. "See attached" is not acceptable.
 - All information must be legible and capable of being imaged
 - Return address must appear on the first page, top left corner
 - First page shall include a three-inch top margin and one-inch bottom and side margins
 - Subsequent page margins must be one-inch on top, bottom and sides
 - No attachments shall appear on pages (such as stapled, taped or glued notary blocks)
 - Page size must be 8 1/2" x 14" or less
 - Font size must be at least 8 point
 - Seals must be legible and capable of being imaged (pressure seals must be smudged)

INTERNATIONAL BUILDING CODE TOWER DESIGN REQUIREMENTS
For
SNOHOMISH COUNTY Planning and Development Services

(2003 International Building Code enforced as of July 1, 2004)

TYPICAL DESIGN CRITERIA FOR TOWERS IN SNOHOMISH COUNTY:

- SEISMIC CATEGORY D.
- WIND SPEED 80 MPH FASTEST MILE FOR LOWLANDS
90 MPH FASTEST MILE FOR FOOTHILLS
- WIND EXPOSURE - Minimum category 'C'.
- ANSI EIA/TIA 222-F is an acceptable standard for wind analysis/design only.
- SEISMIC DESIGN is to be done based on the 2003 I.B.C. Chapter 16.
- Seismic design is more complex than just doing a base shear analysis.
- Once base shear forces have been established, those forces must be distributed over the height and breadth of any structure. Forces that could cause failure are not always at the base. It appears that structures of this nature can experience a whip action in a seismic event, similar to the type of forces experienced by a fishing pole. This reaction to potential seismic events should be considered.
- Complete wet stamped structural calculations are required for review and approval.

STRUCTURAL CALCULATIONS must address:

- Both wind loading and seismic loading issues.
- The tower and the foundation for the tower.
- The attachment of any equipment cabinet to the ground.
- Seismic design for anchoring equipment can be found in I.B.C. Section 1622.
- The anchorage of machinery and equipment required for life-safety systems, the value of I_p shall be taken as 1.5. Section 1621.

PLAN SHEET NOTES

The following plan sheet notes are for the zoning aspect of the project and are in addition to any Civil notes, Structural notes or notes on Critical Areas. If you are unsure if you will need any of these notes on the plans contact the project manager.

The following paint note should be on all site plan sheets and the elevation sheets. (FYI, the following paint note is for when Snohomish County requires the tower and all attachments to be painted and will not be require if the FAA requires the tower to be painted)

TOWER AND ANTENNA PAINT NOTE

“The tower and all proposed and future antenna/attachments shall be **FACTORY** painted a color that is selected by the tower owner and is similar to and no lighter than, Sherwin Williams Black Forest #SW2238 or Valspar Deepest Night #802A-4.”